

5-1 Roles & Responsibilities During Construction

This section outlines roles and responsibilities after the construction contract has been awarded and executed. This section supplements Section 1-2 “Roles and Responsibilities” which outlines general responsibilities and explanations that apply to the full life of the project.

Many different construction offices and agencies or other entities may be involved in any given construction project. When several entities are involved in a particular construction issue, it is important to recognize that the official lines of communication must be maintained. To ensure that clear direction is given to the Prime Contractor or any sub-contractor, the direction must come only from the Resident Engineer/Structure Representative. Communications protocol must be consistent with that established by the Resident Engineer prior to the start of work. During the course of any construction support, if contact is made with contractor or sub-contractor forces by the design consultant or OSFP staff, it should be made clear that any approval or direction of the work must come from the Resident Engineer. Any contacts with contractor forces would normally be very limited and made with the full knowledge of the Structures Representative.

Following is a list of roles and responsibilities associated with the main project stakeholders involved in Special Funded Projects. The list is not all-inclusive and is meant to briefly capture roles and responsibilities as they relate to projects that involve OSFP oversight. Additional roles and responsibilities are listed under other sections of this Guide as they relate specifically to different issues.

Roles and Responsibilities

The Resident Engineer:

- Is the primary point of contact and the responsible party for a construction contract.
- Is a Caltrans employee on a State administered construction contract and is usually a consultant on a contract administered by a Local Agency.
- Establishes the communications protocol for those involved with the contract work.

The Structures Representative:

- May or may not be the Resident Engineer.
- Is a Caltrans employee on a State administered construction contract and is usually a consultant on a contract administered by a Local Agency.



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- Is the point of contact for structure issues on a construction contract.
- Establishes the communications protocol for those involved in structure work.
- Coordinates as necessary with the Caltrans Structure Construction Oversight Engineer for non-State administered construction contracts.
- Coordinates as necessary to ensure a timely and complete review process involving CRIPs, CCOs, and working drawing submittals.
- Completes the As-Built plans submittal.

Structure Construction Oversight Engineer:

- Is the Caltrans Construction Engineer responsible for oversight of the structure contract work on non-State administered construction contracts.
- Approves construction staffing on locally administered projects.
- Reviews structure related CCOs and other construction changes.
- Ensures As-Built plan submittals have been completed.

Caltrans DES Documents Unit

- Is the unit that receives, distributes, and maintains the file copies of working drawing submittals.

Sponsoring Agencies

- Ensure design consultant availability through construction completion, including construction support and completion of project As-Built.
- Provides construction administration staff for locally administered projects.

Caltrans Districts

- Provides the Resident Engineer for State administered projects.
- Provides the Construction Oversight Engineer for locally administered projects.

Office of Special Funded Projects

- Provide Liaison & Oversight to each District and sponsoring agencies for Special Funded Projects from project inception until construction completion.
- Establish and maintain a liaison relationship with the construction stakeholders.

- Provide design support to Districts, Design Consultants, Structure Representatives, and Agencies.
- Provide support on structure issues for Request for Information (RFI)
- Review and approve any structure related Addendums required.
- Review and give technical approval for any structure related Cost Reduction Incentive Proposals.
- Review and give technical approval for any structure related Contract Change Orders.
- Provide support and review of working drawings.
- Visit project sites as necessary.
- Ensure As-built plans have been completed by the Design Consultant and submitted.

Design Consultants

During the construction phase of the project, the Design Consultant (Including Sub-Design Consultant such as Electrical, Mechanical, Geotechnical, Structural, etc.) must be retained to perform or take part in the following:

- Develop responses for bidder inquiries when requested.
- Perform any work required including redesign and plan details for any necessary Addendums.
- Attend the pre-construction meeting with the construction contractor upon request.
- Review or develop contract change orders and supporting documents.
- Correct errors or omissions in contract drawings or special provisions.
- Review and approve working drawings and submittals by the construction contractor.
- Design additional related structural engineering work that the Local agency, Structure Representative, Structure Construction Oversight Engineer, or OSFP Liaison Engineer may request.
- Help resolve all discrepancies in the contract documents and visit the job site as required to address construction problems when requested by the construction contract administrator (Resident Engineer) or Caltrans Liaison Engineer.
- Conduct any necessary direct communication with field construction personnel in accordance with the provisions of Memo to Designers.



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- Prepare and submit the As-built structure plans.
- Be aware of conflict of interest issues concerning working relationships as restricted by Public Contract Code.